



Organización Internacional del Café
Organização Internacional do Café
Organisation Internationale du Café

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Vacancy notice for the post of Head of Operations

1. The Executive Director presents his compliments and wishes to inform Members that it is intended to fill the post of Head of Operations when the present incumbent retires.
2. The Job Description for the post, together with the necessary information for applicants, is attached.
3. You are kindly requested to bring this vacancy notice to the attention of qualified candidates in your country.
4. Applications should be addressed to the Executive Director, accompanied by a Curriculum Vitae, recent photograph and references, not later than 31 July 2007.

International Coffee Organization

Job Description

POST: Head of Operations
GRADE: D-1
RESPONSIBLE TO: Executive Director

RESPONSIBILITIES

Is responsible to the Executive Director concerning all operational activities of the Organization.

Main responsibilities:

1. Supervising the work of the sections within the Operations Division, namely Research/Market Analysis & Projects, Information and Library Services, Statistics, Council Secretariat and Documents.
2. Ensuring efficient use of the human resources and assets of the Division.
3. Providing support to the Executive Director regarding Executive Board, Council and other meetings as required.
4. Contributing to the formulation of the Organization's policy.
5. Responsibility for the final drafting and editing of all the Organization's documents, for approval by the Executive Director.
6. Establishing and maintaining contact with Member countries, non-Member countries, other international organizations and the private sector.
7. Contributing to the preparation of the Organization's annual Budget.

QUALIFICATIONS

1. Advanced university degree in an appropriate discipline.
2. Significant experience in the Organization's area of work.
3. Senior management experience in institutional relationships with national governments and international organizations, in a comparable entity of at least ten years.
4. Excellent command of the English language, both written and spoken, with proven drafting and editing skills, and a good knowledge of at least two other of the official languages of the Organization.
5. Proven organizational skills.
6. Experience in computer systems and communications, including dealing with the media.
7. Ability to work under pressure and time constraints.